

## **JOB DESCRIPTION**

**JOB TITLE:** Records Clerk

**GRADE:** 5

**JOB CODE:** 1420

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under general direction assembles appropriate forms to establish medical record(s) for patients/clients, retrieves medical record for service staff to record services provided, refiles medical records, and performs other duties as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Assemble together various forms required by program and service standards to record patient/client information and services rendered to establish a medical record.

Retrieve from files medical records of patients scheduled to receive services and distribute appropriately to a centralized location or service staff.

Retrieve and review medical records from service staff to ensure that records are complete, forms are in appropriate order and complete, verify as appropriate information recorded and work with service staff to complete or update.

Recording, editing, and mailing birth/death certificates to Frankfort.

Answer questions from the general public, physicians, funeral directors regarding requesting certificates, processing of certificates, and genealogy.

File medical records appropriately.

**SUPERVISION RECEIVED:** moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** The position would not require supervision responsibility; however, proofreading or checking for accuracy may be a requirement of this classification.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of general office practices, procedures and equipment.

**JOB TITLE:** Records Clerk (Continued)    **JOB CODE:** 1420

Ability to learn task readily to prescribe to departmental routines, and follow oral and written instructions.

Ability to maintain alphabetical numerical, sectional and subjective filing system and to write legibly.

Ability to communicate effectively with other employees.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED. One year of experience in an office setting with responsibility in filing, and maintaining medical or other records.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.